

Date: [Insert Date]

Subject: URGENT: Your Interest Rate Lock is Expiring Soon

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

Dear [Borrower Name],

This letter is to inform you that the interest rate lock on your mortgage application is scheduled to expire on **[Expiration Date]**.

To maintain your current locked rate of **[Locked Rate]%**, your loan must be funded and closed by the date mentioned above. If your loan does not close by this deadline, your interest rate may be subject to change based on current market conditions, which could result in a higher monthly payment.

Current Status:

As of today, we are still requiring the following items to move toward closing:

[List missing documents or pending actions]

Please contact your Loan Officer, [Loan Officer Name], immediately at [Phone Number] or [Email Address] to discuss the status of your file or to inquire about rate lock extension options and any associated fees.

We look forward to helping you finalize your home financing.

Sincerely,

[Sender Name]

[Company Name]

[Contact Information]